

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C. MINUTES 5/13/11 dje

ANNOUNCEMENT NO. 38

CORRECTIONAL SUPERVISOR

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$20,800.00 - \$49,696.99** per Year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, MAY 27, 2011 UNTIL 4:30 P.M. ON FRIDAY, JUNE 3, 2011.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, JUNE 3, 2011.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: WRITTEN EXAMINATION**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under direction, supervises and coordinates the work performed by correctional workers. Assigns daily work to security staff. Reviews and records staff attendance records in compliance with City policies. Ensures minimum coverage exists for security functions. Audits and maintains a journal of security activities. Reviews reports, logs, and other records prepared by personnel for clarity, completeness, accuracy, and conformance with institutional policies and procedures. Writes reports and routes approved reports and records to Commissioner or designee for action. Coordinates security staff and other units. Directs activity during an emergency. May assist in planning and delivery of staff training and indoctrination. Approves leave requests. Evaluates personnel performance and initiates subordinate staff disciplinary actions. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or G.E.D. is required. A Bachelor's Degree from a four (4) year accredited college or university in Criminal Justice or a closely related field is required. Three (3) years of full time paid experience in a correctional institution or related justice component is required. A valid State of Ohio Driver's License is required. (Substitution: One year of full time paid experience will substitute for each year of college education lacking.) Must obtain certification for minimum standards for full service jails within one year of appointment. Must pass an extensive background check. Must be able to become LEADS certified.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included in the application.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**